

20 NOVEMBER 2002



Chaplain

PROFESSIONAL DEVELOPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAF/HCX
(Ch, Col, Walter M. Courter)
Supersedes AFI52-102, 21 June 2002.

Certified by: HQ USAF/HC
(Ch, Maj Gen, Lorraine K. Potter)
Pages: 12
Distribution: F

This instruction implements AFD 52-1, *Chaplain Service*. It directs and outlines responsibilities in the Chaplain Service for professional development that ensures Air Force Chaplain Service personnel are fully trained and qualified to meet mission requirements. Any organization may supplement this volume. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2002-2. The changes identified will streamline and enhance the process employed by the Chaplain Service to nominate candidates for Air Force Institute of Technology and Clinical Pastoral Education Programs and facilitate final selection process. The changes will also improve the Chaplain Service in-house training program. A “[” indicates revised material since the last edition. The entire text of the IC is at the last attachment.

1. Organizational Responsibilities.

1.1. **Office of the Chief of the Chaplain Service (HQ USAF/HC).** Develops and implements policy for professional development of Chaplain Service personnel under 10 U.S.C. 8067 (h).

1.2. **Plans and Programs Division (HQ USAF/HCX).** The Division Chief, Plans and Programs develops plans and programs in response to the vision and mission of the Chaplain Service to ensure readiness through professional development. Serves as a member of the Air Force Education Requirements Board (AFERB). Oversees all professional education and training programs for members of the Chaplain Service. Provides functional direction of the Chaplain Service Institute. Plans, programs, and budgets for professional development.

1.2.1. **Professional Programs Officer.** DELETED.

1.2.2. Professional Plans Officer. DELETED

1.2.3. **Chaplain Service Institute.** Chaplain Service Institute. Develops and implements HQ USAF/HC education and training programs under the functional direction of the HQ USAF/HCX Division Chief and operational direction of HQ AETC/HC. Develops HQ USAF/HC mission resource support under the direction of the HQ USAF/HCX and implements resource support under the direction of HQ USAF/HCX (Budget Division). As a school of the College of Professional Development (CPD), CSI reports to the CPD commander.

1.2.3.1. Develops all Chaplain Service course content and design under the direction of AFS 52R and 5R0 Air Force Career Field Managers (AFCFM).

1.2.3.2. Conducts professional development courses.

1.2.3.3. Identifies professional requirements and provides resources supporting Chaplain Service mission accomplishment.

1.3. **HQ AETC/HC.** Coordinates education and training for the Chaplain Service as directed by HQ USAF/HCX. Provides operational direction and support to the Chaplain Service Institute within the organizational structure of HQ AETC, Air University, and the College of Professional Development. Identifies Chaplain Service education and training requirements based on MAJCOM-FOA-DRU-NGB/HC inputs. Submits a trend analysis and proposed strategies addressing requirements to HQ USAF/HCX during the month of March each year.

1.3.1. Advises MAJCOM-FOA-DRU-NGB/HC in development and implementation of command specific education and training programs, ensuring maximal outcomes while minimizing duplication of efforts. Ensures communication and coordination with HQ USAF/HCX regarding all professional development programs above the Wing level.

1.3.2. **Education and Training Officer.** Serves as the Academic Specialty Monitor (ASM) on the AFERB Working Group. Advises HQ USAF/HCX regarding development and implementation of education and training programs.

1.4. **MAJCOM-FOA-DRU-NGB/HC.** Consolidates and analyzes education and training requirements, deficiencies and trends based on inputs from lower echelons; reports annual summary to HQ AETC/HC no later than 31 January. Coordinates with HQ AETC/HC before developing HC initiated command-specific professional development programs.

1.5. **Chaplain Service Council (CSC).** The CSC provides recommendations regarding the professional development of Chaplain Service personnel and the personnel requirements to meet mission needs. The CSC meets biannually in the spring and fall, and additionally at the discretion of the Chief of the Chaplain Service. It is the principle advisory body to the Chief of the Chaplain Service on matters of professional development.

1.6. **Executive Advisory Board (EAB).** DELETED.

1.7. **Chaplain Personnel Management Division, HQ AFPC/DPAH.** Implements the assignment process for chaplains as directed by the Chief of the Chaplain Service to meet mission requirements, to facilitate professional development of individual chaplains, and to ensure opportunities for chaplain career progression are managed with fairness, justice and equity. Provides the CSC with assignment data as required.

1.8. **WG/HC.** Pursues professional development opportunities for Wing staff in response to local needs assessment. Identifies education and training deficiencies and future requirements and provides input to MAJCOM-FOA-DRU-NGB/HC annually.

1.9. **Chaplain Service Career Field Managers.** The AFS 52R and 5R0 AFCFMs staff all aspects of education and training programs and report directly to HQ USAF/HC.

2. Programs. Programs include resident courses at the Chaplain Service Institute, distance learning, distributed learning, mobile teaching teams, graduate education, clinical training, internet based learning, and conferences, symposiums, and retreats.

2.1. **Formal Chaplain Education.** Course descriptions, content, and prerequisites are found in Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*.

2.1.1. **Basic Chaplain Course (BCC).** Clergy accessed into the Chaplain Service must successfully complete BCC for award of the 52R3 Air Force Specialty Code (AFSC).

2.1.2. **Intermediate Chaplain Course (ICC).** Chaplains must attend ICC after completing eight years, but before completing twelve years, of Chaplain Service ministry.

2.1.3. **Wing Chaplain Course (WCC).** Chaplains selected for assignment as Wing Chaplain must complete WCC.

2.1.4. **Career Field Education and Training Plan (CFETP). DELETED.** The 52R CFETP contains requirements for career progression.

2.2. **Formal 5R0 Training.** Course descriptions, content, and prerequisites are found in AFCAT 36-2223.

2.2.1. **Chaplain Service Support Apprentice Course.** All 5R0 personnel attend this initial skills training for award of the 3-skill level.

2.2.2. **Chaplain Service Support Craftsman Course.** Mandatory for award of the 7-skill level.

2.2.3. **5R0 Career Development Courses (CDC).** Mandatory for the award of the 5 and 7 skill levels, respectively.

2.2.4. **CFETP.** The 5R0 CFETP contains requirements for career progression.

2.3. **Continuing Education.** Authorized for Chaplain Service personnel professional development.

2.3.1. **Professional Continuing Education (PCE).** Chaplain Service personnel attend PCE programs to enhance professional competencies.

2.3.2. **Staff Continuing Education (SCE).** SCE programs provide education and training for chapel staffs (Chaplain Service personnel, auxiliaries, contractors, lay leaders, volunteers, and others augmenting the program).

2.3.3. **Conferences.** Conferences are designed for specific groups to meet professional development requirements affecting Chaplain Service mission accomplishment.

2.3.4. **Symposiums.** Symposiums address specific issues or topics affecting Chaplain Service mission accomplishment.

2.3.5. **Retreats.** Retreats provide spiritual growth, development, and renewal opportunities.

2.4. Specialized Education. Chaplains must fulfill the service commitment incurred from participation in a specialized education course before they are eligible for another specialized education course selection.

2.4.1. Chaplain Graduate Education (AFIT). Chaplains are selected to attend graduate education programs to develop specific subject matter expertise.

2.4.2. Clinical Pastoral Education (CPE). Chaplains are selected to attend CPE programs to develop specialized readiness enhancing ministry skills.

3. Ecclesiastical Requirements. Chaplains fulfill continuing education, proficiency and communication requirements as directed by their denominations and endorsing agencies. Permissive TDY is authorized for this purpose in accordance with AFI 36-3003.

4. Professional Development Assignment Procedures.

4.1. Assignment Restrictions. Chaplains completing a specialized education program (AFIT and CPE) or PME in residence are ineligible for subsequent assignment to attend a specialized educational program or in residence PME for a period of 36 months commencing the date of educational program completion.

4.2. Role of the Chaplain Service Council Chaplains. CSC Chaplain members discuss and review those chaplains who are eligible to move from their command and make career progression recommendation based upon their performance.

4.3. Specialized Educational Programs (See para 2.4.). Each spring CSC chaplains receive a comprehensive overview from HQ USAF/HCX regarding the requirements and content of Chaplain Service specialized educational programs planned for the upcoming fiscal year. Operating Instruction for AFI 52-102 defines the process for selection.

4.3.1. DELETED. Discuss specific requirements and unique considerations for each assignment.

4.3.2. DELETED. CSC members discuss and review these chaplains who are eligible to move from their command and make career progression recommendation based upon their performance. The CSC session concludes with a briefing of recommendations to the Chief of the Chaplain Service. Final approval of Wing Chaplain and staff officer assignments is made by the Chief of the Chaplain Service and is implemented by AFPC/DPAH.

4.4. Wing and Staff Officer Chaplain . Each fall CSC chaplains receive comprehensive briefings from AFPC/DPAH regarding: 1) projected upcoming vacancies in Wing Chaplain and staff officer positions, and 2) results from the Chaplain Leadership Board that convenes during the summer. Operating Instruction for AFI 52-102 defines the process for selection.

5. Forms Adopted. Use AF 847, *Recommendation for Change of Publication*, for comments and suggested improvements.

LORRAINE K. POTTER, Chaplain, Major General
Chief of the Chaplain Service

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFCAT 36-2223, *USAF Formal Schools*

AFI 52-101, *Chaplain Service Planning and Organizing*

AFI 36-3003, *Military Leave Program*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFPD 52-1, *Chaplain Service*

United States Code, Title 10, Sec 8067(h), *Designation: Officers to Perform Certain Professional Functions*

Abbreviations and Acronyms

AFCFM—Air Force Career Field Manager

AFERB—Air Force Education Requirements Board

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFS—Air Force Specialty

ASM—Academic Specialty Monitor

BCC—Basic Chaplain Course

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

CPD—College of Professional Development

CPE—Clinical Pastoral Education

CSC—Chaplain Service Council

CSI—Chaplain Service Institute

DRU—Direct Reporting Unit

FOA—Field Operating Agency

ICC—Intermediate Chaplain Course

MAJCOM—Major Command

NGB—National Guard Bureau

PCE—Professional Continuing Education

PME—Professional Military Education

SCE—Staff Continuing Education

USC—United States Code

WCC—Wing Chaplain Course

Attachment 2**IC 2001-1 TO AFI 52-102, PROFESSIONAL DEVELOPMENT****2 OCTOBER 2001*****SUMMARY OF REVISIONS***

This revision incorporates Interim Change IC 2001-1. This change moves the position of Chaplain Service Education and Training Officer (Academic Specialty Monitor) from HQ USAF/HCX to HQ AETC/HC. It eliminates the Executive Advisory Board (EAB) and realigns the duties, responsibilities and function of the EAB to the Chaplain Service Council (CSC). It directs HQ AETC/HC to provide operational direction and support to the Chaplain Service Institute (CSI). It directs HQ USAF/HCB to provide direction to the CSI in implementing mission resource support. A “[” indicates revised material since the last edition.

OPR: HQ USAF/HCX (Ch, Col, Walter M. Courter)

1.2.2. Professional Plans Officer. DELETED

1.2.3. Chaplain Service Institute. Develops and implements HQ USAF/HC education and training programs under the functional direction of the HQ USAF/HCX Division Chief and operational direction of HQ AETC/HC. Develops HQ USAF/HC mission resource support under the direction of the HQ USAF/HCX and implements resource support under the direction of HQ USAF/HCB (Budget Division). As a school of the College of Professional Development (CPD), CSI reports to the CPD commander.

1.3. HQ AETC/HC. Coordinates education and training for the Chaplain Service as directed by HQ USAF/HCX. Provides operational direction and support to the Chaplain Service Institute within the organizational structure of HQ AETC, Air University, and the College of Professional Development. Identifies Chaplain Service education and training requirements based on MAJCOM-FOA-DRU-NGB/HC inputs. Submits a trend analysis and proposed strategies addressing requirements to HQ USAF/HCX during the month of March each year.

1.3.2. Education and Training Officer. Serves as the Academic Specialty Monitor (ASM) on the AFERB Working Group. Advises HQ USAF/HCX regarding development and implementation of education and training programs.

1.5. Chaplain Service Council (CSC). The CSC provides recommendations regarding the professional development of Chaplain Service personnel and the personnel requirements to meet mission needs. The CSC meets biannually in the spring and fall, and additionally at the discretion of the Chief of the Chaplain Service. It is the principle advisory body to the Chief of the Chaplain Service on matters of professional development.

1.6. Executive Advisory Board (EAB). DELETED

4.2. Specialized Educational Programs (See para 2.4.). Each spring CSC chaplains receive a comprehensive overview from HQ USAF/HCX regarding the requirements and content of Chaplain Service specialized educational programs planned for the upcoming fiscal year. CSC chaplains subsequently evaluate and submit qualified chaplains within their area of responsibility; they prepare a rank-ordered list of nominees with narrative recommendations (no less than 1 but no greater than 3 per educational program). In the fall, the CSC reviews mission requirements and nominees. They deliberate the selection of chaplains

to attend educational programs. The CSC session concludes and makes recommendations to the Chief of the Chaplain Service. The Chief of the Chaplain Service approves educational program selections for implementation by HQ USAF/HCX and AFPC/DPAH.

4.3. Wing and Staff Officer Chaplains. Each fall CSC chaplains receive comprehensive briefings from AFPC/DPAH regarding: 1) upcoming vacancies in Wing Chaplain and staff officer positions, and 2) results of the Wing Chaplain/MAJCOM Records Review. In joint session with AFPC/DPAH, they:

4.3.1. Discuss specific requirements and unique considerations for each assignment.

4.3.2. Prepare a list of chaplains eligible for assignment as Wing Chaplains and staff officers with recommendations for selection or non-selection during the upcoming assignment cycle. Subsequently, the CSC reviews and by consensus develops recommendations for the assignment of Wing Chaplains and staff officers consistent with Chaplain Service mission accomplishment and intentional career progression of individual chaplains. The CSC session concludes with a briefing of recommendations to the Chief of the Chaplain Service. Final approval of Wing Chaplain and staff officer assignments is made by the Chief of the Chaplain Service and is implemented by AFPC/DPAH.

DELETE EAB from **Attachment 1**, Glossary of References and Supporting Information.

Attachment 3

IC 2001-2 TO AFI 52-102, PROFESSIONAL DEVELOPMENT

9 NOVEMBER 2001

SUMMARY OF REVISIONS

This change removes the position of Chaplain Service Professional Programs Officer from HQ USAF/HCX. A star indicates revision from the previous edition.

Certified by: HQ USAF/HC (Ch, Maj Gen, Lorraine K. Potter)

1.2.1. Professional Programs Officer. DELETED.

Attachment 4**IC 2002-1 TO AFI 52-102, PROFESSIONAL DEVELOPMENT****21 JUNE 2002*****SUMMARY OF REVISIONS***

This Interim Change is in order to be consistent with the line AF/HC has adopted the same policy and practices as the AFPC Commanders Selection Board. A bar (|) indicates revision from the previous edition.

4.3 Wing and Staff Officer Chaplains. Each fall CSC chaplains receive comprehensive briefings from AFPC/DPAH regarding: 1) upcoming vacancies in Wing Chaplain and staff officer positions, and 2) The Wing Chaplain/Leadership Board that convenes during the AFPC Commanders Selection Board. In joint session with AFPC/DPAH, they:

Attachment 5**IC 2002-02 TO AFI 52-102, PROFESSIONAL DEVELOPMENT****20 NOVEMBER 2002*****SUMMARY OF REVISIONS***

This revision incorporates Interim Change IC 2002-1. The changes identified will streamline and enhance the process employed by the Chaplain Service to nominate candidates for Air Force Institute of Technology and Clinical Pastoral Education Programs and facilitate final selection process. The changes will also improve the Chaplain Service in-house training program. A “|” indicates revised material since the last edition.

1.2. Plans and Programs Division (HQ USAF/HCX). The Division Chief, Plans and Programs develops plans and programs in response to the vision and mission of the Chaplain Service to ensure readiness through professional development. Serves as a member of the Air Force Education Requirements Board (AFERB). Oversees all professional education and training programs for members of the Chaplain Service. Provides functional direction of the Chaplain Service Institute. Plans, programs, and budgets for professional development.

1.2.3. Chaplain Service Institute. Chaplain Service Institute. Develops and implements HQ USAF/HC education and training programs under the functional direction of the HQ USAF/HCX Division Chief and operational direction of HQ AETC/HC. Develops HQ USAF/HC mission resource support under the direction of the HQ USAF/HCX and implements resource support under the direction of HQ USAF/HCB (Budget Division). As a school of the College of Professional Development (CPD), CSI reports to the CPD commander.

2.1.4. Career Field Education and Training Plan (CFETP). DELETED. The 52R CFETP contains requirements for career progression.

2.4.2. Clinical Pastoral Education (CPE). Chaplains are selected to attend CPE programs to develop specialized readiness enhancing ministry skills.

4.2. Role of the Chaplain Service Council Chaplains. CSC Chaplain members discuss and review those chaplains who are eligible to move from their command and make career progression recommendation based upon their performance.

4.3. Specialized Educational Programs (See para 2.4.). Each spring CSC chaplains receive a comprehensive overview from HQ USAF/HCX regarding the requirements and content of Chaplain Service spe-

cialized educational programs planned for the upcoming fiscal year. Operating Instruction for AFI 52-102 defines the process for selection.

4.4. **Wing and Staff Officer Chaplain.** Each fall CSC chaplains receive comprehensive briefings from AFPC/DPAH regarding: 1) projected upcoming vacancies in Wing Chaplain and staff officer positions, and 2) results from the Chaplain Leadership Board that convenes during the summer. Operating Instruction for AFI 52-102 defines the process for selection.

4.3.1. **DELETED.** Discuss specific requirements and unique considerations for each assignment.

4.3.2. **DELETED.** CSC members discuss and review these chaplains who are eligible to move from their command and make career progression recommendation based upon their performance. The CSC session concludes with a briefing of recommendations to the Chief of the Chaplain Service. Final approval of Wing Chaplain and staff officer assignments is made by the Chief of the Chaplain Service and is implemented by AFPC/DPAH.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

AFERB-Air Force Education Requirements Board